

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

FOOD SERVICE CREW LEADER

(Formerly: Sheriff's Chef/Warehouse Staff)

\$11.28 Per Hour to Start

Differential Paid for Shifts Other Than Days

MANY EXISTING VACANCIES

THE SHERIFF'S OFFICE IS ACTIVELY SEEKING INDIVIDUALS WITH SUPERVISORY AND/OR FOOD PREPARATION EXPERIENCE, AND STRONG MATH AND COMMUNICATION SKILLS. POSITION MAY INVOLVE OVERSEEING WORKING INMATES INVOLVED IN FOOD PREPARATION AND/OR PERFORMING WAREHOUSING ACTIVITIES WITHIN THE FOOD SERVICE WAREHOUSE. INDIVIDUALS MUST BE WILLING TO WORK VARIOUS SHIFTS/WITH VARYING DAYS OFF/AT ANY ASSIGNED LOCATION.

DURING THE MONTH OF JUNE ORIENTATIONS WILL BE CONDUCTED

JUNE 2, 16, 23 AND 30
8:00 A.M. & 1:00 P.M.

JUNE 9
1:00 P.M. & 6:00 P.M.

LOCATION:
MARICOPA COUNTY SHERIFF'S OFFICE
3325 W. DURANGO, PHOENIX

Plan to attend one of these orientations. At the conclusion of each, applications will be distributed and employment processing will promptly begin.

QUALIFICATIONS: **Revised:** High School Diploma or G.E.D. Certificate and either six months supervisory experience in any food service environment **OR** commercial-level food preparation experience, ideally overseeing food preparation activities within an institutional or high volume environment. Must have a valid Arizona Driver's License and be able to lift/move 40 lbs. Preference will be given to those with education or work experience related to the fields of math, statistics, management, supervision, etc. Completion of a culinary arts program also desirable. **Special:** Must obtain an Arizona Food Handler's Permit. Successful candidates will be required to participate in a polygraph examination and an extensive background review.

APPLICANT INFORMATION: **Those arriving late for an orientation will not be admitted. Limited seating on a first come basis. Allow three hours for the entire process.** During the orientation, staff of the Sheriff's Office will provide information on the Food Service Crew Leader job duties, explain processing requirements and be available to answer questions regarding employment with the office. At the conclusion of the orientation, application materials will be distributed. Be advised that a final review of all application materials will be conducted by staff of the Human Resources Department to determine appropriateness for inclusion in the selection process. If qualified, your application will be maintained on an employment register for six months. The Maricopa County Sheriff's Office will arrange and conduct interviews of qualified eligibles from a list provided by the Human Resources Department, and will notify those individuals who are not selected for a position.

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION: FSCL, CM/

Date Published: Tuesday, May 27, 2003
110436 2B

**ESSENTIAL JOB
TASKS:**

Depending on assignment, tasks may include overseeing assigned inmates in the preparation and reconstitution of food for a County facility. Instructing inmates in the operation of kitchen equipment. Supervises the sanitation of the kitchen. Checking inventory and incoming deliveries. Ordering food items from Central Kitchen including special diets as necessary. Maintaining security. Sitting at desk doing paperwork. Talking on telephone. Walking throughout kitchen to maintain security. Conducting head counts and searching for contraband. Putting stock away. Cleaning and sanitizing of kitchen equipment. Making deliveries to other facilities. Monitoring serving line. Checking stock in warehouse and store room. Perform related duties as assigned. Be present at work site to perform assigned tasks at the times and dates scheduled/assigned by supervisor.

NOTES:

The Maricopa County Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Recruiting and Selection Division at 506-3895 or 506-1908 (TT) if you believe you may require such assistance.

**NOTE TO
EMPLOYEES:**

Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

**SELECTION
PROCEDURE:**

EDUCATION/EXPERIENCE EVALUATION. The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

AUTHORITY TO WORK IN THE UNITED STATES: It is Maricopa County's intention to hire only legally authorized workers in compliance with the Immigration Reform and Control Act of 1986. All employees hired after 11/06/86 will be required to provide proof of work eligibility at the time an employment offer is extended.

FOOD SERVICE CREW LEADER - APPLICATION FORM

Maricopa County Human Resources Department, 301 West Jefferson, Phoenix, AZ 85003-2113
(Please print clearly or type)

1. SOCIAL SECURITY #: _____ 2. Are you at least 18 years of age? ____ yes ____ no
3. LAST NAME: _____ FIRST NAME: _____ MI: _____
4. MAILING ADDRESS: _____
(Number and street address or Post Office Box) Apt # _____
City State Zip Code
5. HOME PHONE NUMBER: _____ 6. BUSINESS/MESSAGE PHONE: _____
7. Are you a current employee of Maricopa County government? ____ yes ____ no
Have you ever worked for Maricopa County government? ____ yes ____ no
If yes, give payroll name if different from #3: _____
8. Have you been convicted of a crime(s) other than a minor traffic violation? ____ yes ____ no
(For most jobs convictions will not automatically disqualify you. Relationship to job will be considered.)
If yes, give date(s) and type(s) of offense(s): _____
9. If you are fluent in a language other than English, please specify: _____
10. ELEMENTARY AND SECONDARY EDUCATION:
Did you receive a High School Diploma/GED? ____ yes ____ no
11. College: Credit Hours Completed Major Type of
Name/Location Sem Hrs / Qtr Hrs Degree
12. Business/Vocational/Technical School:
Name/Location: Course of Study #Wks Mo/Yr Completed

All information given by me in this application is true. False information, misrepresentation or omission of information called for is a basis for disqualification or dismissal. I have read the job announcement and the instructions to candidates and agree to the conditions established therein. I authorize investigation of all statements contained herein.

Applicant's Signature: _____ Date: _____

Received: _____ By: _____ Reviewed by: _____ Approved: ____ yes ____ no ____ date FSCL, 5/03

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

FOOD SERVICE CREW LEADER

PLEASE NOTE: Information included on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION!**

1. Do you have at least **six months** supervisory experience in any **food service environment**?

☐ yes ☐ no ☐ # of workers supervised ☐ amount of exp.

Identify the type of work performed by those you supervised.

2. Do you have at least **six months** food preparation experience in a commercial environment?

☐ yes ☐ no _____ amount of exp.

3. Have you successfully completed a post-secondary culinary arts program?

☐ yes ☐ no

Through what organization was the program completed? _____

4. Have you successfully completed post-secondary coursework in areas such as mathematics, statistics, management, supervision, etc.?

☐ yes ☐ no ☐ approximate number of credit hours

5. Do you have work experience in fields dealing with mathematics, statistics, management, supervision, etc.?

☐ number of years

If yes, identify type of work performed.

SIGNATURE

DATE

FSCL

5/03

APPLICANT INFORMATION SURVEY

INSTRUCTIONS TO THE CANDIDATE: Maricopa County is an equal opportunity employer. The information solicited on this page is being compiled by the Maricopa County Human Resources Department to comply with Federal EEO/Affirmative Action record-keeping regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is CONFIDENTIAL. This survey will be removed prior to the review process.

<p>DATE OF BIRTH</p> <p>____/____/____</p> <p>— Month Day Year</p> <p>ETHNIC CATEGORY (Circle One)</p> <p><u>W</u>hite (Not of Hispanic Origin)</p> <p><u>B</u>lack (Not of Hispanic Origin)</p> <p><u>H</u>ispanic</p> <p>American <u>I</u>ndian or Alaskan Native</p> <p><u>A</u>sian or Pacific Islander</p>	<p>DISABLED? (Circle One)</p> <p><u>Y</u>es <u>N</u>o</p> <p>SEX (Circle One)</p> <p><u>M</u>ale <u>F</u>emale</p> <p>AGE Over 40? (Circle One)</p> <p><u>Y</u>es <u>N</u>o</p>	<p>HOW DID YOU FIRST LEARN OF THIS JOB? (Circle Only One Number)</p> <p>1 AZ Republic Newspaper</p> <p>2 Other Newspaper State Name: _____</p> <p>3 Job Announcement posted in County Human Resources Department</p> <p>4 Professional Journal State Name: _____</p> <p>5 Radio Station Name: _____</p> <p>6 From a County Employee</p> <p>7 Job Announcement posted in a different agency _____</p> <p>8 Television</p> <p>9 Recorded Job Line</p> <p>10 Internet</p> <p>11 Other _____</p>
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